

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Direct Certification Report for Free School Meals

User's Guide

Questions?
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Contact: 517.335.0505



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Introduction

The Child Nutrition and Women, Infants and Children (WIC) Reauthorization Act of 2004, (Public Law 108-265) amended the Richard B. Russell National School Lunch Act to require direct certification. Each local educational agency (LEA) must directly certify children who are members of households receiving assistance under the Food Stamp program as eligible for free school meals, without further application, based on information provided in an electronic data file from the Department of Human Services (DHS).

This requirement is being phased-in over three years for public and non-public school districts:

- For the 2006-2007 school year, this requirement applied to school districts with more than 25,000 students enrolled the prior year.
- For the 2007-2008 school year, this requirement will apply to school districts with more than 10,000 students enrolled the prior year (for nonpublic districts, this includes the Archdiocese of Detroit).
- For the 2008-2009 school year, this requirement will apply to all school districts.

The United States Department of Agriculture has provided grant funds to the Michigan Department of Education (MDE) to develop a new process to ensure that all LEAs in Michigan can comply with the National School Lunch Program (NSLP) Direct Certification requirement. Beginning in August 2007, a Direct Certification Report through the Single Record Student Database/Unique Identification Code (SRSD/UIC) Application will be available for all public school districts and the Archdiocese of Detroit. All other nonpublic schools will be provided access to the report in the 2008-2009 school year.

The Direct Certification Report replaces the data file of children of food stamp recipients who reside in zip code areas (provided by DHS) that MDE had previously mailed to local districts every summer. The new report will match data from DHS with student enrollment data reported by school districts in the SRSD. Matched students will be certified as eligible for free school meals. Each LEA must then notify these households that the children, as directly certified, are eligible for free benefits, no further application is necessary or someone from the household must notify the school if it does not want free school meal benefits for its children. For more information, please refer to the *Eligibility Guidance for School Meals Manual* at

<http://www.fns.usda.gov/cnd/Guidance/default.htm>.

For More Information about the Direct Certification Report

To find out more information about the Direct Certification Report, please go to www.michigan.gov/cepi. Click on "MEIS Data Services", then "Direct Certification Report". Here you will find general information about the report, including customer support materials and the report file layout.

The direct link is: http://www.michigan.gov/cepi/0,1607,7-113-986_46967---,00.html.

If you have any further questions, please send an e-mail message to CEPI Customer Support at CEPI@michigan.gov, or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension), district code, and district name (if applicable) along with your message.

Report Access

Any SRSD/UIC Application authorized user with the UIC resolver role (edit only) will have access to the direct certification report through the SRSD Application. We encourage you to contact your district's UIC resolver to make arrangements for obtaining the Direct Certification Report. A list of UIC resolvers, by district, can be obtained at the following Web address:

https://cepi.state.mi.us/SRSD/CEPI_Reports/SRSDResolver.asp.

Users can access the SRSD/UIC Application from the SRSD home page by clicking on the "SRSD/UIC Application" link in the pink box titled, "Upload SRSD Data to CEPI", located in the bottom left-hand quadrant of the screen. A link to the SRSD/UIC Application is also available on the Direct Certification Report Web page.

Center for Educational Performance & Information

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MEIS Data Services

- Single Record Student Database
- Direct Certification Report
- Registry of Educational Personnel
- School Infrastructure Database
- Financial Information Database
- Administrator Data Review
- School Code Master
- Title I Supplemental Educational Services
- Educational Forms, Data Systems and Deadlines

About CEPI

News

Related Sites

Administrators

Data & Reports

SRSD Overview

Data submitted by school districts via the Single Record Student Database (SRSD) include discrete information about individual students such as age, gender, race and ethnicity, and program participation. The data collected via the SRSD will be used to meet the reporting requirements of the federal *No Child Left Behind Act of 2001*, including the determination of Adequate Yearly Progress (AYP).

Current SRSD Submission

- [New to SRSD?](#) PDF
- [Accessing the SRSD/UIC Application](#)
- [Which Students Do We Report?](#)
- [Error Check Program SRSD](#)

SRSD Data Manual

- [Spring/EOY 2007 Addendum: Field 30](#) PDF
- [Spring/EOY 2007 Data Field Descriptions](#) PDF
- [SRSD Submission Checklist](#) PDF
- [Spring/EOY Student Record Layout](#) PDF
- [Spring/EOY Cycles of Field Submission](#) PDF
- [Introduction](#) PDF

Help and Training Resources

- [SRSD/UIC Resolution Simulation](#)
- [About Pop-up Blockers and Opening CEPI Applications](#) PDF
- [SRSD/UIC Resolution Tutorial](#)
- [SRSD Data Field Matrix - Uses in Federal and State Reports](#)
- [SRSD Help](#)
- [UIC Help](#)

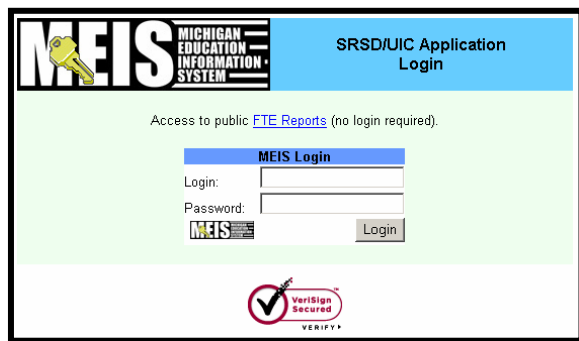
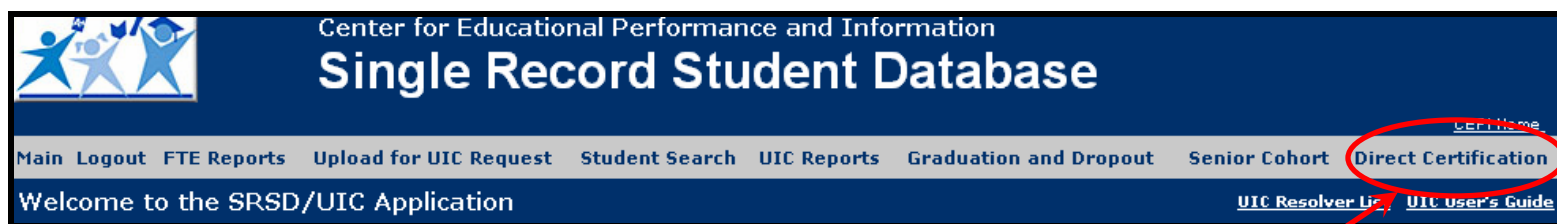
Upload SRSD Data to CEPI

- [SRSD/UIC Security Agreements](#)
- [SRSD/UIC Application](#)
- [SRSD Upload/Audit Application User's Guide](#) PDF

Click here to enter the SRSD/ UIC Application

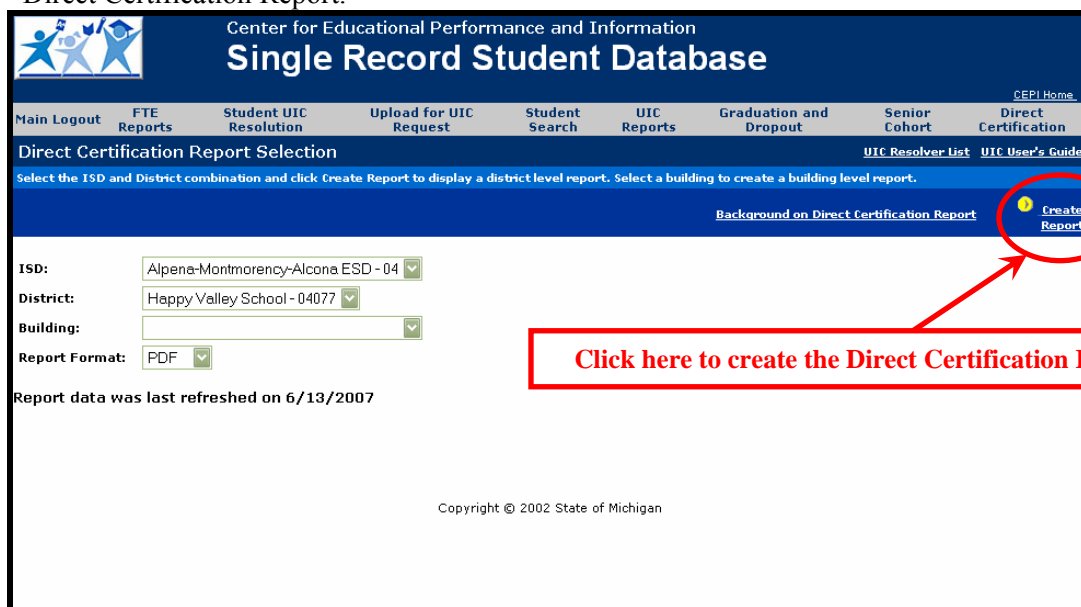
MEIS Login Screen. When you click on "SRSD/UIC Application," the following screen will be displayed. To download a Direct Certification Report for your district or building, follow the steps listed below:

1. Click in the Login box.
2. Type your Login User Name.
3. Press the Tab key on your keyboard to go to the Password box or put your cursor in the Password box.
4. Type your Password.
5. Click on the Login button.
6. Once you have logged in to the application, click on the "Direct Certification" link in the toolbar menu.

The image shows the MEIS Login screen. At the top left is the MEIS logo with the text "MICHIGAN EDUCATION INFORMATION SYSTEM". To the right is the title "SRSD/UIC Application Login". Below the title, it says "Access to public FTE Reports (no login required)." There is a "MEIS Login" section with "Login:" and "Password:" labels, each followed by a text input field. A "Login" button is to the right of the password field. At the bottom right is a "VeriSign Secured" logo.The image shows the main menu of the Single Record Student Database. The header includes the CEPI logo and the text "Center for Educational Performance and Information Single Record Student Database". Below the header is a navigation bar with links: "Main", "Logout", "FTE Reports", "Upload for UIC Request", "Student Search", "UIC Reports", "Graduation and Dropout", "Senior Cohort", and "Direct Certification". The "Direct Certification" link is circled in red. Below the navigation bar is a "Welcome to the SRSD/UIC Application" message. On the right side, there are links for "UIC Resolver List" and "UIC User's Guide".

Click here to open the Direct Certification Report Selection window

7. Select the ISD and District (Building is optional), whose Direct Certification Report you wish to view from the drop-down menus. Choose your preference for the Direct Certification Report format (hypertext markup language [HTML], portable document format [PDF], or comma-separated values [CSV]). **NOTE: When creating a district report, do not select a building. The building drop-down menu will be blank.**
8. Choose the "Create Report" button. Review Appendix B for an explanation of all fields in the Direct Certification Report.

The image shows the "Direct Certification Report Selection" screen. The header is the same as the previous screen. Below the header is a navigation bar with links: "Main Logout", "FTE Reports", "Student UIC Resolution", "Upload for UIC Request", "Student Search", "UIC Reports", "Graduation and Dropout", "Senior Cohort", and "Direct Certification". The "Direct Certification" link is circled in red. Below the navigation bar is a "Direct Certification Report Selection" section. It contains a message: "Select the ISD and District combination and click Create Report to display a district level report. Select a building to create a building level report." Below this message is a "Background on Direct Certification Report" link. There are three drop-down menus: "ISD:" (selected: Alpena-Montmorency-Alcona ESD - 04), "District:" (selected: Happy Valley School - 04077), and "Building:" (empty). Below the drop-down menus is a "Report Format:" label with a "PDF" button. At the bottom, it says "Report data was last refreshed on 6/13/2007". A "Create Report" button is circled in red.

Click here to create the Direct Certification Report

Direct Certification Report Formats

HTML & PDF Formats

Below is an example of the HTML and PDF formats of the Direct Certification Report. The data in these reports are sorted by building. The intermediate school district (ISD) name and number, along with the district name and number, are listed at the top of the report. The HTML and PDF reports also include the total number of students eligible for free school meals by building.

Direct Certification Report							
04	Alpena-Montmorency-Alcona ESD						
04077	Happy Valley School						
78998	Happy Valley High School						
UIC	FirstName	MI	Last Name	DOB	Gender	Student ID	Matched Date
7853290282	Harold	J	Bradley	12/14/1990	M		6/13/2007
8319160501	Deborah	D	Dawson	11/12/1990	F		6/13/2007
7234073322	Robert	W	Grant	01/01/1991	M		6/13/2007
7830246169	Sarah	A	Kendall	03/28/1991	F		6/13/2007
8099161063	* William	J	Martin	03/15/1991	M		6/13/2007
8131408156	John	A	Smith	07/04/1998	M		6/13/2007
Total Students: 6							
78999	Green Acre Elementary School						
UIC	FirstName	MI	Last Name	DOB	Gender	Student ID	Matched Date
2622224018	John	B	Doe	01/01/2000	M		6/13/2007
6308453806	Mary	A	Jones	03/28/2000	F		6/13/2007
0267044423	* James		Powers	12/14/1999	M		6/13/2007
4700355789	Cynthia	L	Smith	03/15/2000	F		6/13/2007
3533918972	Michael		Wilson	11/12/1999	M		6/13/2007
Total Students: 5							
<div> ▶▶\DirectCert/ ◀ </div>							

CSV Format

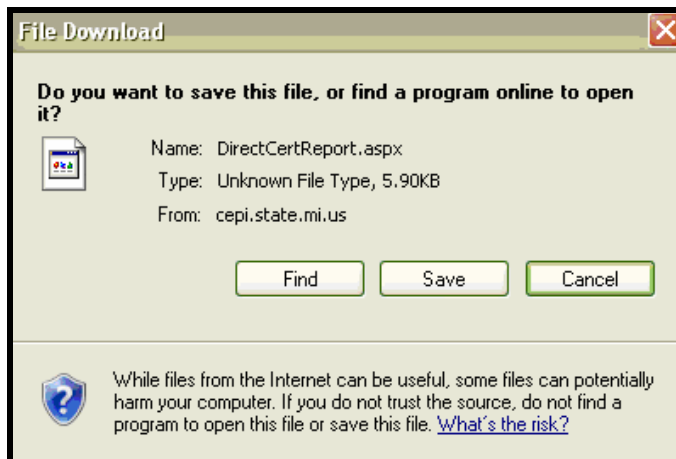
The CSV file format is provided as a means to assist districts in updating their local student information systems and point-of-sale (POS) systems with information about those students who are directly certified as eligible for free school meals. Typically, this information will be imported by linking on the UIC or local student ID number assigned by the district. If you need assistance on how to import this information, please contact your student information system vendor, POS system vendor or local information technology support staff.

To download a Direct Certification Report in the CSV file format:

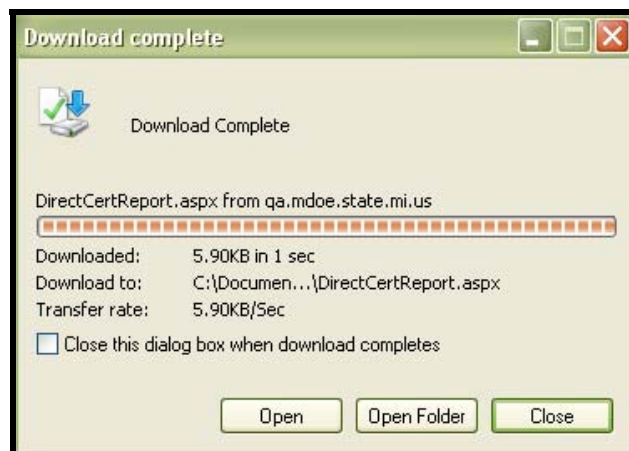
1. Select the ISD and District (Building is optional), whose Direct Certification Report you wish to view from the drop-down menus. **NOTE: When creating a district report, do not select a building. The building drop-down menu will be blank.**
2. Select "CSV" from the Report Format drop-down menu.
3. Choose the "Create Report" button.

The screenshot shows the 'Single Record Student Database' interface. The header includes the CEPI logo and navigation links: Main Logout, FTE Reports, Student UIC Resolution, Upload for UIC Request, Student Search, UIC Reports, Graduation and Dropout, Senior Cohort, and Direct Certification. The 'Direct Certification' link is highlighted. Below the header, the 'Direct Certification Report Selection' section contains instructions: 'Select the ISD and District combination and click Create Report to display a district level report. Select a building to create a building level report.' The form fields are: ISD (Alpena-Montmorency-Alcona ESD - 04), District (Happy Valley School - 04077), Building (blank), and Report Format (CSV). A 'Create Report' button is in the top right. A status message at the bottom states 'Report data was last refreshed on 6/13/2007'.

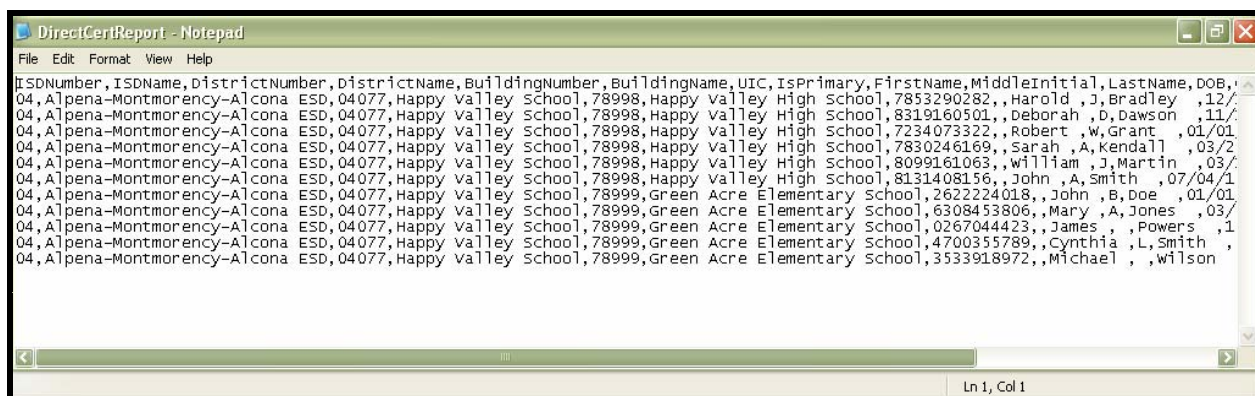
4. The following screen will be displayed. Click "Save" and choose the directory where you would like your report to be saved.



5. Once the report has been downloaded, the following screen will appear. Click "Open" to launch the Direct Certification Report.

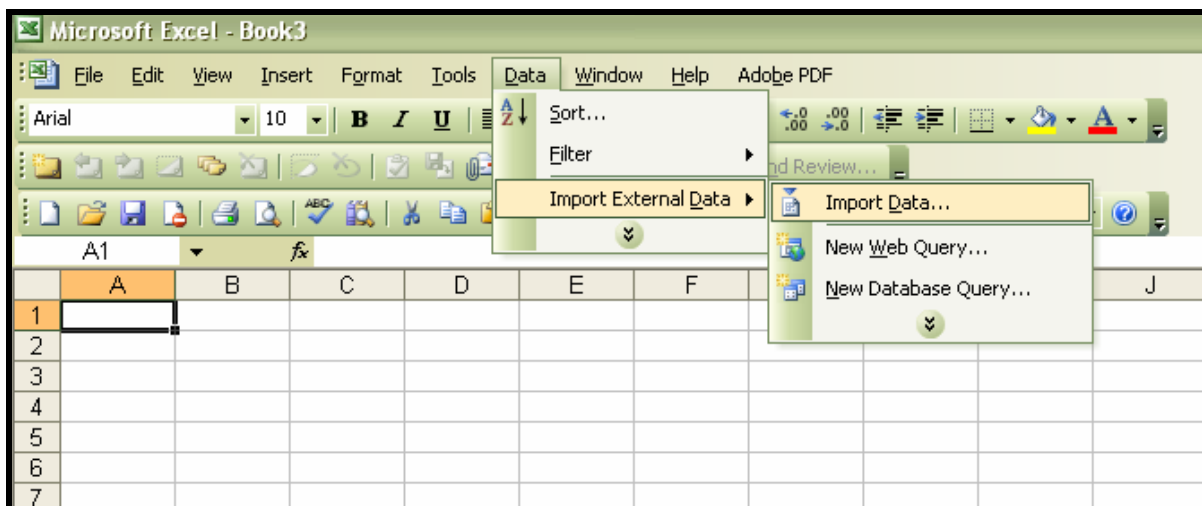


Below is an example of the CSV format of the Direct Certification Report. Reference Appendix A for importing a CSV file into Microsoft Excel.

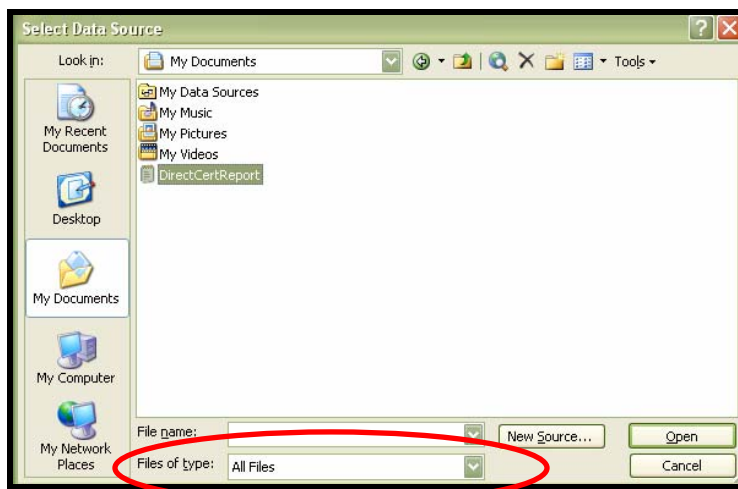


Appendix A - Importing CSV into Microsoft Excel

1. Open Microsoft Excel
2. Go to "Data ► Import External Data ► Import Data"



3. You will be asked to select the data source for which you wish to import. Select "All Files" under "Files of type". Select your Direct Certification Report and click "Open".



- The Text Import Wizard – Step 1 of 3 screen will appear. Choose "Delimited" and click "Next".

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.
☐ **Fixed width** - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of file C:\Documents and Settings\Omom\My Documents\DirectCertReport.aspx.

1	ISDNumber	ISDName	DistrictNumber	DistrictName	BuildingNumber	Bu
2	04	Alpena-Montmorency-Alcona	ESD,04077	Happy Valley School	7899	
3	04	Alpena-Montmorency-Alcona	ESD,04077	Happy Valley School	7899	
4	04	Alpena-Montmorency-Alcona	ESD,04077	Happy Valley School	7899	
5	04	Alpena-Montmorency-Alcona	ESD,04077	Happy Valley School	7899	

Buttons: Cancel, < Back, Next >, Finish

- The Text Import Wizard – Step 2 of 3 screen will appear. Choose "Comma" as the delimiter. Click "Next".

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab ☐ Semicolon ☒ **Comma** ☐ Treat consecutive delimiters as one
☐ Space ☐ Other:

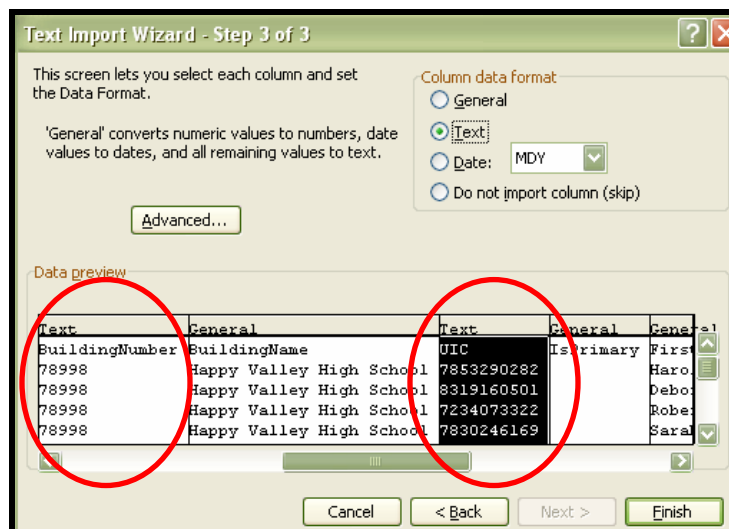
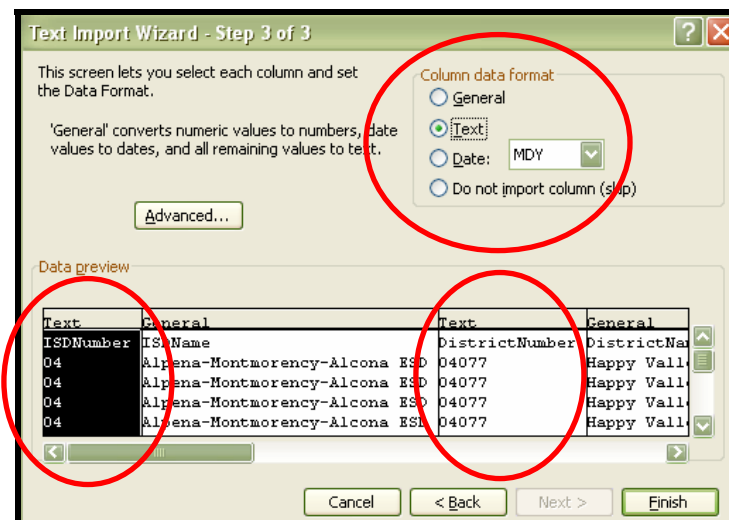
Text qualifier:

Data preview

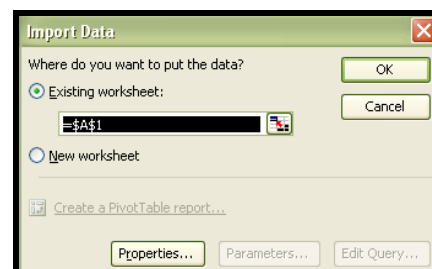
ISDNumber	ISDName	DistrictNumber	DistrictName
04	Alpena-Montmorency-Alcona ESD	04077	Happy Vall
04	Alpena-Montmorency-Alcona ESD	04077	Happy Vall
04	Alpena-Montmorency-Alcona ESD	04077	Happy Vall
04	Alpena-Montmorency-Alcona ESD	04077	Happy Vall

Buttons: Cancel, < Back, Next >, Finish

- The Text Import Wizard – Step 3 of 3 screen will appear. Click on the "ISDNumber" column then choose "text" under the "Column data format". Repeat this step for the following columns: DistrictNumber, BuildingNumber and UIC. Use the scroll bar to view all columns. When complete, click "Finish". **NOTE: Changing these columns to a text data format will prevent the removal of any leading zeros when the file is imported.**



- After clicking "Finish", the following screen will be displayed. Click "Ok".



8. The CSV file has now been imported into Microsoft Excel.

	A	B	C	D	E	F	G	H	I
	ISDNumber	ISDName	DistrictNumber	DistrictName	BuildingNumber	BuildingName	UIC	IsPrimary	FirstNa
1	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78998	Happy Valley High School	7853290282		Harold
2	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78998	Happy Valley High School	8319160501		Debor
3	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78998	Happy Valley High School	7234073322		Robert
4	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78998	Happy Valley High School	7830246169		Sarah
5	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78998	Happy Valley High School	8099161063	*	William
6	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78998	Happy Valley High School	8131408156		John
7	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78999	Green Acre Elementary School	2622224018		John
8	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78999	Green Acre Elementary School	6308453806		Mary
9	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78999	Green Acre Elementary School	0267044423		James
10	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78999	Green Acre Elementary School	4700355789		Cynthia
11	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78999	Green Acre Elementary School	3533918972		Michae
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Appendix B – Direct Certification Report Field Descriptions

Field Number	Field Name	Description
1	ISD Number	State-Assigned ISD Number
2	ISD Name	ISD Name
3	District Number	State-Assigned District Number
4	District Name	District Name
5	Building Number	State-Assigned Building Number
6	Building Name	Building Name
7	UIC	Unique Identification Code (10-character)
8	IsPrimary	"*" = Student has multiple linked UICs or blank
9	First Name	Student's First Name
10	Middle Initial	Student's Middle Initial, can be blank
11	Last Name	Student's Last name
12	DOB	Date of Birth (MM/DD/YYYY)
13	Gender	"M" = Male, "F" = Female
14	Student Number	Local student ID number assigned by the district, can be blank
15	Matched Date	Date student was matched as directly certified (M/DD/YYYY)